Suppliers – Locate/manage a Contract on CSW-JETS

CSW-JETS stands for Coventry, Solihull and Warwickshire Joint E-Tendering System.

Here is the link for our website - www.csw-jets.co.uk

Or secure access link - https://in-tendhost.co.uk/csw-jets/

A video guide to help you locate and manage a Contract can be found here.



You most likely would have received an automated email from CSW-JETS advising you that a new contract has been published.

Click on Sign in and it will take you to the homepage.

From the homepage, enter your log-in details in the below field.

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ome 🌢 Supplier Guidance 🖹 Tenders 🖹 Contracts 🕼 Register 🛛 Help	
Important Notice	
In-tend will be down for essential maintenance Friday 19th January 2024 22:00 GMT whilst Sunday	21st January 2024 22:00 GMT.
ir you nave any queries regarding the maintenance period, please do not nestrate to contact our in-tend suppor	n team via email: <u>supportemn-tend.co.uk</u> .
Welcome to CSW-JETS. Please note that PDF guides and links to video	Login
guides are now available under the Supplier Guidance tab (under the	Brown and See Jose Connects
top banner)	Procurement.Services@coventr
From this web site you can	
View a list of tenders/contracts/quotations.	
 View information on contracts that have already been awarded. 	Login Forgotten
 Express interest in a particular tender or quotation. 	Details
Receive tender and/or quotation documentation.	NOTE: Please be aware that failure to
 Safely return your tender or quotation documents. 	provide correct login information
Send and receive correspondence.	three times will result in your account being locked

Once you are logged in, you should be able to click on **Contracts** from the top menu bar and then click on **My Contracts**.



Once you locate the Contract in question, click on **View Details** and this will take you to the Contract summary page.

COV - Bite-size Video Dem	0	
Title	COV - Bite-size Video Demo	
Supplier	Coventry Procurement Services	
Description	Description of Contract	
Reference	COV - 9563	
		View Details

You will now have access to various tabs. The first one is usually where the contract documents are held. This also gives you access to the Correspondence where you can exchange messages with the Contract Manager.

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COV - Bite-size Video Demo

Please note : The correspondence area is only to be used for tender based queries, please see the help section for the technical con details.			
Message Rej	ply		
Subject:	Correspondence 12.03.2021	1	
Message:	The correspondence received/sent will be visible to anyone who has access to the account. You will be able to exchange messages and documents with the Contract		
	Manager. You are able to attach documents to you messages which will be useful when exchanging signed copies of contract or extensions.		
Date:	12 Mar 2021 16:28	Direction:	Message Received
	Message Re Subject: Message: Date:	Message Reply Subject: Correspondence 12.03.202: Message: The correspondence receive account. You will be able to at account. You will be able to at the exchanging signed copies of Date: 12 Mar 2021 16:28	Message Reply Subject: Correspondence 12.03.2021 Message: The correspondence received/sent will be visible to a account. You will be able to exchange messages and o Manager. You are able to attach documents to you mexchanging signed copies of contract or extensions. Date: 12 Mar 2021 16:28 Direction:

If there a no correspondence to view, you can click on **Create Correspondence** to send your queries to the Contract manager. If you wish to reply to a correspondence sent to you, click on the **Reply** tab.